



# Position Vacancy Announcement

## American Consulate General Nuevo Laredo

NO: 10/02

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: A53-002 CASHIER (CLASS B), FSN-8, FP-6\*

OPENING DATE: **APRIL 13, 2010**

CLOSING DATE: **APRIL 26, 2010**

WORK HOURS: Full-time; 40 hours/week

SALARY: \*Not-Ordinarily Resident: Starting Salary and Position Grade FP-6\* to be confirmed by Washington.

\*Ordinarily Resident: \$ 264,956.87 pesos per year (starting FSN-8 salary)

**(NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK PERMIT AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.)**

\*EFMs AND MOHs MUST HAVE AT LEAST SIX MONTHS REMAINING TO THEIR TOUR OF DUTY TO APPLY FOR THIS JOB AND RESIDE AT POST **WITHIN 30 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT.\***

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**The U.S. Consulate in Nuevo Laredo is seeking an individual for a position of Class B Cashier in the Financial Management Center (FMC).**

### BASIC FUNCTION OF POSITION

The employee Serves as the Post's principal Cashier. Makes all cash payments, receives and deposits collections and keeps accurate records of transactions. Reviews budget reports and verifies that funds are available before each purchase or payment. Reviews Consulate landlord checks and travel vouchers before being delivered/submitted for payment/reimbursement. Responsible for safeguarding and accounting for all monies received and disbursed. Personally accountable for Post's advance received from the CFSC and the record keeping required by law to track such advances. Examines all submitted vouchers and serves as Post's budget assistant. Prepares travel authorizations and vouchers. Verifies and tracks utility and other consulate bills. Assists the Admin Assistant in performing other admin duties in his/her absence. Guides Consulate sub-cashiers and Alternate Cashier. Serves as back up for Post's main Timekeeper

### QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- Completion of high school plus two years with some collegiate or equivalent study is required.
- Two years performing progressively responsible work in technical/clerical accounting or bookkeeping with at least one year performing cashiering work is required.
- Level III (good working knowledge) English and Spanish (speak/read/write/comprehension required. (Please see section "To Apply" on pg 2 for test instructions).
- Must possess good working knowledge of local banking practices and procedures.
- Good computer skills required.

### SELECTION PROCESS

**When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.**

#### **ALL CANDIDATES MUST PASS A RIGOROUS SECURITY CLEARANCE PROCESS**

#### **ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality Law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security clearance. Until further guidance is received from the Legal Office of the State Department, EFMs will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

#### **TO APPLY**

Interested applicants for this position must submit the following or the application will NOT be considered:

- Application for U.S. Federal Employment (SF-171 or OF-612); or
- A current resume or curriculum vitae that provides the same information as an OF-612;
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Copy of High School diploma and/or other documentation that addresses the qualification requirements of the position;
- TOEFL, TOEIC, Harmon Hall, Av. Reforma 5601 Local E-1, Fracc. Centro Comercial Reforma, Phone ( 867) 717-20-40
- TOEFL, Universidad Valle del Bravo, Blvd. Emiliano Zapata #6150, Col. Concordia. Phone / fax: (897) 718-70-31 or 33.
- TOEFL information: <http://www.iielatinamerica.org/cgi-bin/contenido.pl?p=centrositp>
- TOEIC information: [www.toeic-mex.com](http://www.toeic-mex.com) - [info@toeic-mex.com](mailto:info@toeic-mex.com)
- The scores for level III (good working knowledge) are: TOEFL IBT 76+; TOEFL ITP 540+; TOEIC 650+;

#### **SUBMIT APPLICATION TO**

American Consulate/Human Resources Office  
Attention: Human Resources Office  
Allende #3330 Col. Jardin  
Nuevo Laredo, Tamps 88265  
Tel: 867-714-0017  
FAX: 867-714-7984  
E-mail: AmConNuevoLaredo\_HR@state.gov

#### **DEFINITIONS**

- 1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:**
  - US Citizen;
  - Spouse or child who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.
- 2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.**
- 3. MOH: Someone who: 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.**
- 4. OR: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.**
- 5. NOR: Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.**

**CLOSING DATE FOR THIS POSITION: APRIL 26, 2010**

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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